



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

August 1, 2008

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

BOARD LETTER FILING PROCEDURES

In a memorandum dated July 9, 2008 (Attachment I), we advised the Board that we were expanding the delegation of authority to department heads to sign and file Board letters on their own departmental letterhead. The decision as to whether a specific draft Board letter will ultimately be submitted on CEO or another department's letterhead will be made on a case-by-case basis, but our expectation is that the overwhelming majority of Board letters generated by departments will be signed by the respective department head and submitted on his/her department's letterhead.

Instructions and procedures for Board letters generated by departments but finalized on CEO letterhead were issued via a memorandum dated January 14, 2008 (Attachment II) and are still effective for such letters (except as qualified below).

The following applies to those Board letters now to be signed and filed by the issuing department on their letterhead **and is effective for Board letters filed on August 7, 2008 for the August 19, 2008 Board Agenda:**

- The following (as described in Attachment II) must be submitted to the Executive Officer of the Board of Supervisors (EO/BOS) **by noon** on the Thursday filing deadline:
 - **ORIGINAL** (signed) version of Board letter with attachments;
 - **PDF** version of Board letter including attachments;
 - **WORD** version of Board letter; and
 - **Twenty-two copies** (11 of Board letter only and 11 with attachments). Note that the requirement for multiple copies will be diminished consistent with EO/BOS implementation of Agenda kiosks and a new document management system.

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All Department Heads

August 1, 2008

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- The timeframes for providing advance drafts to this Office and Board deputies as set forth in Attachment II still apply.
- Any additional advance draft requirements established by individual Clusters, often for the purpose of discussing at Cluster meetings, still apply.
- The name of the respective department does not need to be identified in the Board letter title (this will only be included if the letter is ultimately filed on CEO letterhead).

Also, please note, the objective is to file **all** Board letters with EO/BOS by the Thursday noon deadline. Therefore, in those rare instances where a department-generated Board letter is signed and filed by the CEO on CEO letterhead, departments should submit the letter to CEO sufficiently in advance of the Thursday noon deadline to allow this Office adequate time to sign and file the letter.

These enhancements should further expedite processing of Board letters and we appreciate your cooperation and as well as your assistance in continuing to provide input on further enhancements. Please let me know if you have any questions, or your staff may contact Ellen Sandt at 213.974.1186 or Martin Zimmerman at 213.974.1326.

WTF:ES

MKZ:ef

Attachments

c: Each Supervisor

K:\Letters to Department Heads, word\Filing Board Letters1.doc



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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July 9, 2008

To: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

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Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

FURTHER DELEGATION OF AUTHORITY FOR SIGNING BOARD LETTERS

In a memorandum dated May 20, 2008, we advised your Board that we were beginning to delegate to department heads the authority to sign certain Board letters and submit them for your Board's agenda on their letterhead. In the interest of continued process improvement and promoting timely and effective submission of Board letters, we will be significantly expanding this delegation so that most Board letters will be filed on the letterhead of the initiating department under that department head's signature.

Timeframes for providing Board offices and this Office advance drafts of Board letters will not be significantly changed. This Office will continue to conduct thorough review and clearance of all draft Board letters. However, we believe that delegating authority to sign the overwhelming majority of Board letters to department heads will further streamline and expedite this important process. On a case by case basis, this Office may determine that a specific draft Board letter submitted for our review by a department should be finalized on CEO letterhead.

We are targeting implementation of this expanded delegation procedure for August 2008 and will provide department heads additional guidance as necessary, working closely with the Executive Officer of the Board to ensure smooth implementation. Please let me know if you have any questions, or your staff may contact Ellen Sandt or Martin Zimmerman at 213.974.1186 or 213.974.1326, respectively.

WTF:ES
MKZ:pg

c: All Department Heads

2008-07 - 07-09-08 Further Delegation of Authority for Signing Board Letters

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County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

January 14, 2008

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

BOARD LETTER FILING PROCESS

On June 12, 2007, this Office issued initial instructions to departments on the revised Board agenda/Board letter filing process consistent with implementation of the new Board-adopted Administrative Structure. At that time, we indicated that final protocols had not been completed.

Based upon experience to date and input that we have received from several departments, we have developed the attached which provides specific procedures for filing Board letters; one set applicable to departments reporting directly to the Board of Supervisors and one set for departments reporting to this Office. The attached does not reflect Public Hearing Board letters which will be addressed in a separate communication.

We hope you find that these procedures assist you in working with this Office, the Executive Officer of the Board and the Chief Information Officer, as applicable, to ensure the timely placement of thorough and clear recommendations on Board agendas with appropriate review and notice. **It is important to note that our collective ability to meet these time frames as reflected on the attached is dependent on departments submitting high quality draft Board letters to this Office in virtually final form requiring little or no editing.**

Thank you for your support and cooperation in promoting the effective and successful implementation of this important process. Please contact Ellen Sandt at 213.974.1186 or Martin Zimmerman at 213.974.1326 to share your perspectives and insights regarding further enhancements of these procedures.

WTF:ES
MKZ:

Attachment
c: Each Supervisor

Agenda Procedures

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BOARD LETTER FILING PROCESS

- **For department heads that report directly to the Board (elected department heads, Auditor-Controller, County Counsel, Executive Officer of the Board of Supervisors, Fire Chief, and Executive Director of the Community Development Commission)**
 1. Departments submit an electronic WORD document version of the draft Board letter and any attachments to the CEO analyst by the Monday preceding the Board Agenda filing due date. (If Monday is a holiday, the Board Letter should be sent to the CEO analyst the Thursday before the holiday.)
 - a) The draft Board Letter should be on Department letterhead reflecting the date of the Board Meeting, not the date of submission. The CEO will provide any comments to the Department. However, it must be emphasized that Board letters are to be submitted in essentially final format, requiring little, if any, correction or revision. For complex or potentially controversial issues, we encourage you to work with your CEO analyst well in advance of the submittal deadline.
 - b) If CIO analysis is required, the analysis should be attached to the draft Board Letter when initially submitted to the CEO. However, the CIO will not officially sign the analysis until the Board letter is final and ready to be filed. The Department obtains the CIO signature. The CIO requires at minimum, ten (10) business days to review and provide comments and complete the CIO analysis.
 - c) The Department should forward a copy of the draft Board letter to the appropriate Board deputies for their information two weeks before the Board Agenda date.
 2. Per Executive Officer of the Board of Supervisors (EO/BOS) deadlines, the Department files the final Board letter on the Thursday Board filing date by noon, unless there is a Monday holiday following the Thursday filing. In that instance, the Board letter should be filed by 9:00 a.m. on Thursday.
 - a) The Department electronically sends the PDF and WORD documents to the Executive Officer of the Board, as well as the appropriate number of paper copies.
 - b) Based on input from the Department and Board offices, the CEO will determine if the Board letter should be on the "Consent" or "Discussion" calendar.

- **For department heads that report to the CEO**

1. Departments submit an electronic WORD document version of draft Board letter and any attachments to the CEO analyst three weeks prior to the targeted Board Agenda date.
 - a) Draft should **not** be on CEO letterhead and should reflect the date of the Board Meeting, not the date of submission. The CEO analyst works with the Department and provides any necessary input. However, it must be emphasized that Board letters are to be submitted in essentially final format, requiring little, if any, correction or revision. For complex or potentially controversial issues, we encourage you to work with your CEO analyst well in advance of the submittal deadline.
 - b) If CIO analysis is required, the analysis should be attached to the draft Board letter when initially submitted to the CEO. However, the CIO will not officially sign the analysis until the Board letter is final and ready to be filed. The Department obtains the CIO signature. The CIO requires at minimum, ten (10) business days to review and provide comments and complete the CIO analysis.
 - c) Two weeks before the Board Agenda date, the DCEO will forward a copy of the draft Board letter to the appropriate Board deputies for their information.
2. Departments submit the final Board letter on CEO letterhead by the Tuesday before the Board filing date.
3. The CEO files the signed Board letter by the Thursday filing deadline per EO/BOS requirements.
 - a) The CEO will electronically send the PDF and WORD documents to the EO/BOS and the Department. The Department will file the appropriate number of paper copies with EO/BOS.
 - b) Based on input from the Department and Board offices, the CEO will determine if the Board letter should be on the "Consent" or "Discussion" calendar.

- **Filing process for the Green Sheet (Supplemental Agenda) for all departments**

1. Any Board letter that is of an urgent nature and is approved by either a Board member or the CEO may be filed on the Supplemental Agenda.
2. Board letters that are approved for the Supplemental Agenda must be filed noon on the Friday before the Board meeting.
3. While this process allows for emergent filings, advance notification must be given to Board offices and reviews expedited through the CEO.

- **Putting Board letters on CEO letterhead**

1. CEO Information Technology (IT) staff will distribute the CEO Board letter template files to departmental IT managers.
2. The files will consist of two Microsoft WORD files, a .doc file and a .dot file. Both files were developed in Microsoft WORD 2002 format and customized for the CEO's computing environment.
3. Your IT staff are to test these files and deploy the appropriate template for your department's word processing application. This will ensure that formatting guidelines and standards contained within the template files are not discarded.

Note #1: Departments that provide Fact Sheets to the Board Offices for their individual Board letters should continue to do so through their own internal process; please provide copies to your CEO analyst.

Note #2: Administrative matters on the Planning Agenda must be cleared through the CEO. The CEO will clear it with the Chair of the Board.